

Professional and Managerial Branch
General Administration Group
Developmental Services Series

DEVELOPMENT SERVICES DIRECTOR

08/05 (AIS)

General Purpose

Under administrative direction, as a department head, manage the City's technical and administrative functions to control subdivision and property development through subordinate deputy directors and management staff.

Typical Duties

Plan, develop, organize, implement, direct and control policies and strategies for planning, building permits and inspections and customer service functions through subordinate deputy directors and management staff. Involves: Assume full management responsibility for all department services and activities, by formulating, implementing, modifying and improving the activities for development services. Consult with and provide guidance and direction to department heads concerning organizational, operational, financial and budgetary goals, objectives and problems. Recommend and administer policies and procedures. Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned area. Establish appropriate service and staffing levels within City policy and allocate resources accordingly. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, administrative and support systems, and internal reporting relationships. Identify opportunities for improvement and direct the implementation of changes. Assign projects and programmatic areas of responsibility. Coordinate departmental activities with those of other departments and outside agencies and organizations on various issues including those related to code interpretation, plan review, permit issuance, inspections, and administrative matters such as fee collection.

Oversee department administration and perform incidental executive duties. Involves: Manage and participate in the development and administration of the annual budget to include staffing, equipment, materials and supplies projections. Direct the monitoring and approval of expenditures. Direct the preparation and implementation of budgetary adjustments as necessary. Act as official department representative to other City departments, City Manager's Office, officials, neighborhood associations and outside agencies. Explain, justify, and defend department programs, policies, and activities. Negotiate and resolve sensitive, significant, and controversial issues. Review and sign all higher-level department communication, including ordinances and contracts. Oversee operation and updating of required department record keeping such as codes, ordinances, legal documentation, payroll, employee files, purchase requisitions and other transactions. Prepare and present staff reports and other necessary communications. Provide staff support to a variety of boards and commissions. Attend City Council meetings and take necessary action regarding Council agenda items.

Supervise assigned supervisory and non-supervisory professional, managerial, and general services personnel. Involves: Determine and change workflow, procedures and results targets. Schedule and balance workloads of bureaus, make or approve project assignments, issue written and oral instructions, arrange for or conduct division level orientation and training. Examine work for exactness, neatness, and policy and procedure conformance, guide staff to overcome difficulties encountered, correct errors and rectify complaints. Measure and evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolve grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments or commendations. Determine discipline and other status changes. Structure bureaus, realign functions and change job designs.

Knowledge, Abilities and Skills

- Comprehensive knowledge of administrative, budgetary and managerial policies and procedures applied to building services, planning and customer service operations.
- Comprehensive application of generally accepted civil, structural and architectural engineering principles and practices of building construction and subdivision development plan review and inspection.
- Good knowledge of customer service, public speaking, and public relations methods practices and procedures.
- Ability to calculate long, short and interim budgetary projections for projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
- Ability to interpret federal, state and City laws and regulations, building construction plans and specifications, subdivision development plans, building codes and municipal code.
- Ability to analyze and interpret quantitative and qualitative information dealing with complex abstract and concrete variables to identify, analyze, and solve practical management problems of considerable difficulty.

- Ability to firmly and impartially exercise appointing officer authority and interpret, apply and explain rules, regulations, policies and procedures.
- Ability to identify, compile, organize and analyze data to prepare reports and maintain records, and analyze and recommend solutions to technical problems encountered in reviewing plans.
- Ability to maintain effective working relationships with city employees, officials, vendors, contractors, regulatory and funding agencies and the public.
- Ability to communicate clearly and concisely, orally and in writing to persuade, negotiate and resolve differences of opinion or interpretation.
- Skill in the safe operation and care of motor vehicle, personal computer or network work station, generic business productivity and specialized geographic information system software.

Other Job Characteristics

- Occasional driving through city traffic to inspect construction sites as necessary.
- Residency requirements within the City of El Paso city limits required by date of employment.
- Work extended hours, weekends and holidays as an executive reporting to the Deputy City Manager.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree in Urban Planning, Construction Administration or Management, Architecture, or Engineering, plus ten (10) years progressively responsible professional experience in architecture, engineering, building construction, planning or building and zoning code enforcement, including four (4) years of supervisory management of a related major division or organization.

Licenses and Certificates:

- Obtain valid Building Official Certification from the International Code Council within one (1) year of appointment.
- Valid Texas Class "C" Driver's license or equivalent from another state.

Human Resources Director

Department Head